BILLING/CERTIFYING OFFICIAL RECONCILLIATION PROCESS

- Upon receipt of Billing Account Statement (BAS) from US Bank, you **MUST** date stamp (can be hand written) in the upper right hand corner of the first page, the date received. **Failure to do so results in DFAS using the statement closing date to compute the due date for payment, increasing potential interest and penalties you will be charged**

- Verify all transactions meet the legal requirements for authorized use of the IMPAC card and that adequate documentation is

BILLING/CERTIFYING OFFICIAL RECONCILLIATION PROCESS

- Verify the cardholder's SOA(s) are complete and accurate before certifying "current billing activity" on the BAS for payment. **This should be written on the center line provided in the center of the first page titled "Billing Statement"**
- Sign the back of each BAS under the first statement titled "Purchase Card Certifying Officer"
- Verify accounting data for each cardholder

BILLING/CERTIFYING OFFICIAL RECONCILLIATION PROCESS

- Assure that certified, date stamped BAS is forwarded to the appropriate DFAS paying office, no later than 15 days after receipt. Incorrect or incomplete BAS(s) will be returned to you the Billing/Certifying Official.

- Maintain the cardholder's original SOA, transaction registers, local purchase requests, sales receipts and other supporting documentation for a period of 3 years after final payment is made.

BILLING/CERTIFYING OFFICIAL RECONCILLIATION PROCESS

- As the Certifying Official, you are pecuniary liable for an illegal, improper, or incorrect payment processed by the DFAS as a result of an incomplete or misleading certification of the BAS.